

Cardholder Self Registration Statement and Bill Pay

October 7, 2008

Cardholder Registration

Cardholders will have the ability to self register for the Landing Page where they will access Card Statements and Online Bill Pay.

Required Information:

- URL: <https://home.cards.citidirect.com>
- Card number from paper statement
- Account name from paper statement
- Address from paper statement

Things to remember:

- Cardholders can not register their account until the 1st paper statement is received.

Cardholder Self Registration

Citibank® Commercial Cards - Internet Explorer 6

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Address <https://homeuat.cards.citidirect.com/CommercialCard/Cards.html> Go Links

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Choose language **ENGLISH**

- Citigroup.com
- FAQ
- Privacy
- Global Transaction Services

Click on the "Self registration for cardholders" link

Secure login

Username

Password

[Forgot username?](#)
[Forgot password?](#)

You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

[Apply for card](#) | [Self registration for card holders](#) | [Self registration for non card holders](#)

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Cardholder Self Registration



Self registration for card holders



Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

* Card number

Enter the account number from your card or statement with no spaces or dashes.

* Account name

Enter the name that appears on your card or statement. Please note that this must be entered exactly as it appears on your card or statement.

Users will be prompted for account information

Contact details

* Address line 1

Address line 2

* Town / City

* Country

* State

* Zip code

Enter your billing address as it appears on your statement.

Continue

Cancel

Clear

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Recap ?

➔ Confirm the details that you entered.

Username
davidbruda

Card number
XXXX XXXX XXXX 500004

First name
TEST

Last name
NAME26

Contact details

Email ID
david.b.ruda@citi.com

Contact number
123456789

Zip code
571040432

Confirm the details you entered are correct and click the confirm button

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Cardholder Self Registration

The screenshot shows a web browser window with the Citibank Commercial Cards self-registration page. The page title is "Self registration for non card holders". An error message is displayed at the top: "The registration details provided does not exist or the registration ID has expired or has been already used. Please verify the details provided or contact Customer Support for further assistance." Below the error message, there are input fields for registration details. A red box highlights the error message, and a red arrow points from the box to the error message. The input fields are:

- * Registration ID: testing12345
- * First name: Sample
- * Last name: User
- * Email ID: snowsson@noemail.com
- * Contact number: 3334445555
- * Zip code: 33344

Buttons at the bottom include "Continue", "Cancel", "Clear", and a "Continue" button in a yellow box. The footer includes "Citimanager.com", "Terms and Conditions", "Copyright © 2008 Citigroup", and "Done".

If invalid information is entered, an error message will display.

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Confirmation message

Confirmation of self-registration

The account with username 'davidbruda' has been signed up successfully.

OK

Your account username has been signed up successfully. Click OK to continue.

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Cardholder Self Registration

Sign on details

Enter details for sign on. The fields marked with asterisk (*) are mandatory to proceed.

* Username
* Password
* Confirm password
* Secret question
WHAT IS YOUR PET NAME
* Answer

☒ Internal Citibank employee

SOE ID

Continue Cancel Clear

Type the desired information in the appropriate field. Note: You will be required to select a Secret Question. The response to the Secret Question is used by Citi's Technical Helpdesk to validate the identity of the Cardholder.

PASSWORD PARAMETERS

- Length of password must be at least 6 digits.
- Password must include at least 1 letter.
- Password must include at least 1 number.
- Passwords are case-sensitive.

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Cardholder Self Registration

The screenshot shows a web browser window with the Citibank Commercial Cards self-registration page. The page has a header with the Citibank logo and navigation links. Below the header is a 'Recap' section with a confirmation message. The main form area displays the entered details for a new user. At the bottom right of the form, the 'Save' button is highlighted with a red box, and a callout box points to it with the text: 'Confirm the details that you entered. click Save to continue.'

Recap

Confirm the details that you entered.

Username
hallestest

Registration ID
XXXX XXXX XXXX ygvhge

SOE ID:

First name
Sample

Last name
User

Contact details

Email ID
@citi.com

Contact number
3334445555

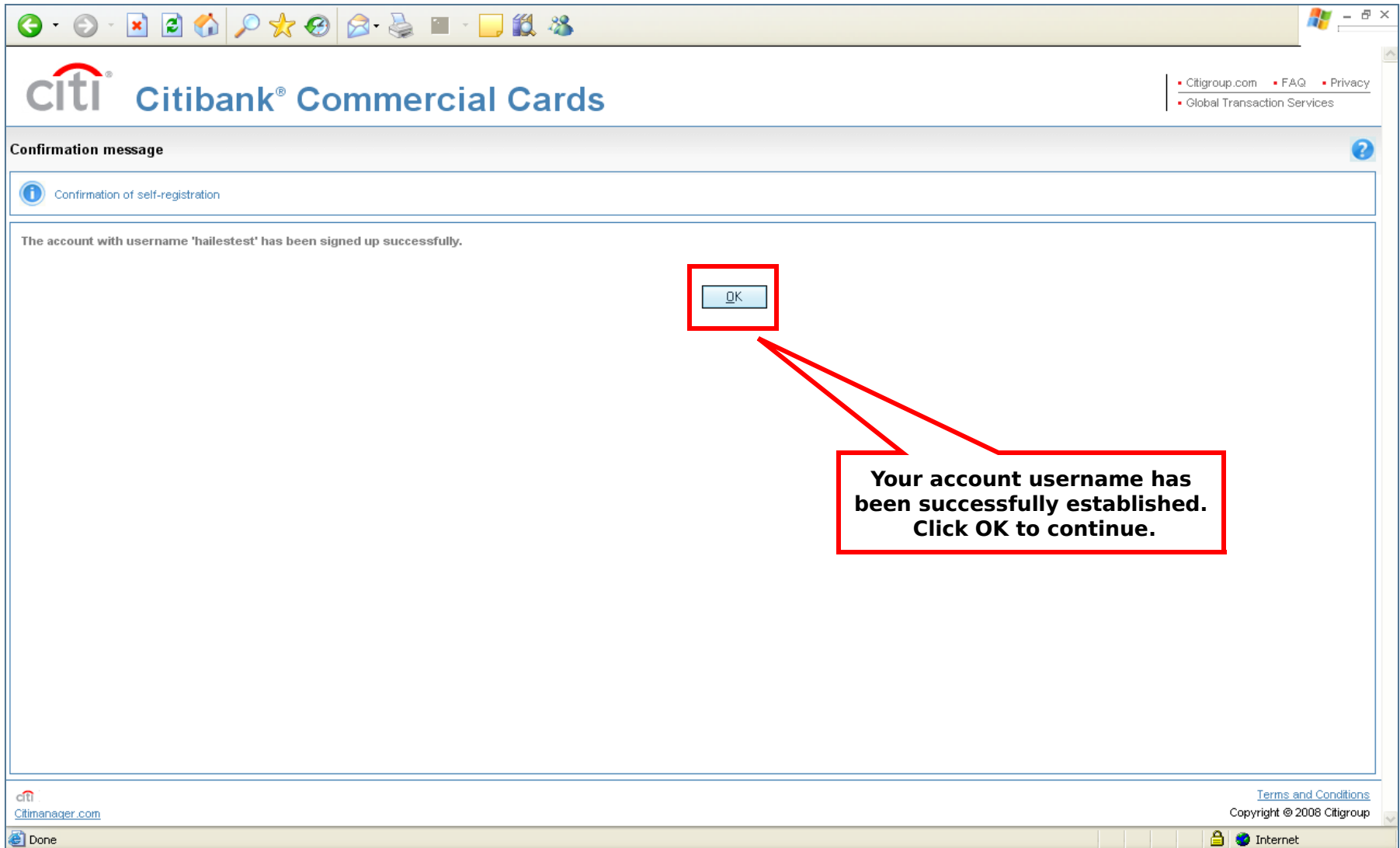
Zip code
33344

Save **Cancel**

Confirm the details that you entered. click Save to continue.

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Set challenge questions

Select challenge questions and set answers.

Software challenge mechanism question 1
In which city were you born?

Software challenge mechanism answer 1

Software challenge mechanism question 2
In which city were you born?

Software challenge mechanism answer 2

Software challenge mechanism question 3
In which city were you born?

Software challenge mechanism answer 3

[Save](#) [Cancel](#) [Clear](#)

Complete the Challenge Question section and click Save to continue. Note all answers must be four (4) letters or more.

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Cardholder Self Registration

The screenshot shows a web browser window displaying the Citibank Commercial Cards login page. The browser's address bar shows the URL Citimanager.com. The page header includes the Citibank logo, the text "Citibank® Commercial Cards", a language selector set to "ENGLISH", and links to "Citigroup.com", "FAQ", "Privacy", and "Global Transaction Services".

The main content area features a "Secure login" form, which is highlighted by a red rectangular box. The form contains the following elements:

- A lock icon and the title "Secure login".
- A "Username" label followed by a text input field.
- A "Password" label followed by a text input field.
- Two buttons: "Login" and "Clear".
- Two links: "[Forgot username?](#)" and "[Forgot password?](#)".

A red callout box with a pointer directed at the login form contains the text: **Login using your new login credentials**.

Below the login form, a disclaimer states: "You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored."

The footer of the page includes navigation links: "Apply for card", "Self registration for card holders", and "Self registration for non card holders". It also contains the Citibank logo, the URL Citimanager.com, a link to "[Terms and Conditions](#)", and the copyright notice "Copyright © 2008 Citigroup".

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Welcome, davidbruda [Sign off](#)

[Citigroup.com](#) [FAQ](#) [Privacy](#)
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Date
09/30/2008

[Applications](#)
[Alerts](#)
[Message board](#)
[Profile](#)
[Search](#)
[View links](#)

[Contact helpdesk](#)
[Landing page](#)

Welcome!

View the various functionalities available to you in this application.

Applications
Access the various applications allocated to you.

Alerts
View and update the various alerts to be displayed.

Message board
View messages.

Profile
View and update your profile details and preferences.

Search
Search users.

View links
View links and their mapping.

**The Landing Page Home Screen displays.
Click on Application gain access to your
statement**

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